

HUMAN RESOURCES

BUDGET UNIT: RISK MANAGEMENT (IBP RMG)

I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the County's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs and its insured programs. All programs are paid from self-insurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each are billed for their specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Operating Expense	2,939,579	3,609,897	3,740,659	3,809,779
Total Revenue	3,274,561	3,609,897	3,727,357	3,809,779
Revenue Over (Under) Expense	334,982	-	(13,302)	-
Fixed Asset	43,611	20,482	32,753	34,380
Budgeted Staffing		52.5		58.0
<u>Workload Indicators</u>				
FISCAL SECTION				
Database Transactions	35,335	31,868	47,562	41,449
LIABILITY SECTION				
Auto Accidents	358	346	456	456
Open Claims	1,158	1,122	1,315	1,237
New Claims	1,360	1,336	1,425	1,361
Cases Per Adjuster	193	187	188	177
WORKERS COMP SECTION				
Open Claims	2,168	1,810	2,428	2,298
New Claims	1,587	1,104	1,764	1,403
Cases Per Adjuster	206	165	187	177
SAFETY SECTION				
Employees Trained	2,705	2,200	2,000	4,500
Emergency Responses	141	45	70	85

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Changes in budgeted staffing reflect a net increase of 5.5 positions based on a mid-year increase of 2.0 positions for loss prevention/safety functions and an additional 3.5 positions relating to claims and automated system functions.

HUMAN RESOURCES

GROUP: Administrative/Executive
DEPARTMENT: Risk Management
FUND : Internal Svc IBP RMG

FUNCTION: General
ACTIVITY: Insurance Programs

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
Appropriations					
Salaries and Benefits	2,507,982	2,622,287	2,844,652	277,556	3,122,208
Services and Supplies	1,071,042	933,414	970,834	(127,096)	843,738
Central Computer	12,843	9,021	15,210	1,983	17,193
Other Charges	3,901	369	369	1,256	1,625
Transfers	118,700	118,700	118,700	(11,900)	106,800
Total Expenditure Authority	3,714,468	3,683,791	3,949,765	141,799	4,091,564
Less:					
Reimbursements	-	(100,085)	(100,085)	(207,891)	(307,976)
Total Appropriation	3,714,468	3,583,706	3,849,680	(66,092)	3,783,588
Depreciation	26,191	26,191	26,191		26,191
Total Oper Exp	3,740,659	3,609,897	3,875,871	(66,092)	3,809,779
Revenue					
Use of Money & Property	103,377	-	-		-
Current Services	54	-	-		-
State, Federal or Gov't Aid	1,530	-	-		-
Other Revenue	3,622,396	3,609,897	3,875,871	(66,092)	3,809,779
Total Revenue	3,727,357	3,609,897	3,875,871	(66,092)	3,809,779
Total Rev Over(Under) Exp	(13,302)	-	-	-	-
Fixed Asset Exp					
Equipment	32,753	20,482	20,482	13,898	34,380
Budgeted Staffing		52.5	54.5	3.5	58.0

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

MOU/Inflation

Salaries and Benefits	100,466	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	37,420	Inflation, Risk Mgmt Liabilities
2410 Central Computer	6,189	

Mid Year Adjustments

Salaries and Benefits	121,899	2.0 Safety Specialist
Total Appropriations	265,974	

Total Operating Expense Change 265,974

Total Revenue Change 265,974

Total Rev Over(Under) Exp -

Total 2000-01 Operating Expenses 3,609,897

Total 2000-01 Revenue 3,609,897

Total 2000-01 Rev Over(Under) Exp -

Total Base Operating Expense 3,875,871

Total Base Revenue 3,875,871

Total Base Rev Over(Under) Exp -

HUMAN RESOURCES

Board Approved Changes to Base Budget

Salaries and Benefits	147,886	4.0 Claims Assistant Positions for the Workers' Compensation Program
	44,549	1.0 Automated Systems Technician
	5,882	0.5 conversion of an Extra-help Clerk II to a Regular position.
	79,239	Other increases that include hiring Workers Compensation personnel at advance steps due to labor market conditions
	<u>277,556</u>	
	(166,232)	Decrease in COWCAP
	39,136	Net increase in various expense accounts
Services and Supplies	<u>(127,096)</u>	
Central Computer	1,983	
	(369)	Computer equipment lease - close out
	1,625	Interest on Computer equipment lease
Other Charges	<u>1,256</u>	
Transfers	(11,900)	Net change between Human Resources administrative support of \$106,800 and FY 2000-01 budgeted amount of \$118,700.
Total Expenditure Authority	<u>141,799</u>	
Reimbursements	(63,931)	Increase for Vehicle Services Safety Specialist position
	(57,968)	Increase for Arrowhead Regional Medical Center Safety Specialist position
	(85,992)	Increase for a Workers' Comp. Adjuster which was incorrectly removed from FY 1998-99 and MOU, COLA, etc. increases for Safety Specialist positions for Special Districts Dept. and a Safety Specialist position for Trans/Flood Dept.
	<u>(207,891)</u>	
Total Appropriation	<u>(66,092)</u>	
Total Operating Expenses	<u>(66,092)</u>	
Other Revenue	(66,092)	
Total Revenue	<u>(66,092)</u>	
Total Rev Over(Under)Exp	<u>-</u>	
	(20,482)	Computer equipment lease - close out
	8,380	Lease of an IBM RISC 6000 File Server
	26,000	Vehicle purchase
Total Equipment	<u>13,898</u>	